

# **LANDSCAPE ARCHITECTS SECTION MEETING**

## **MINUTES**

The Landscape Architects Section of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on May 1, 2003, at the Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia, with the following members present

William M Davenport  
Ralph B Higgins

Staff present for all or part of the meeting were

Mark N Courtney, Executive Director  
Marian H Brooks, Program Administrator  
Trisha L Henshaw, Administrative Assistant  
Earlyne Perkins, Legal Assistant

No representative was present from the Office of the Attorney General

Mr Higgins, Chair, called the meeting to order at 9 06 a m

**Call to Order**

Mr Davenport moved to approve the agenda as written Mr Higgins seconded the motion which was unanimously approved by members Davenport and Higgins

**Approval of  
Agenda**

Mr Davenport moved to approve the minutes from the February 6, 2003, Section meeting as written Mr Higgins seconded the motion which was unanimously approved by members Davenport and Higgins

**Approval of  
Minutes**

**Public Comment Period** – No comments were made to the Section members

**Public  
Comment**

Kathleen Higgins was present to discuss File Number 2002-02687, which pertains to her application for landscape architect certification by grandfather provision Ms Higgins stated that she has studied and practiced landscape design for over 30 years Some of that time has been in the offices of a landscape architect Ms Higgins further stated that she has had 8 years of design education Ms Higgins encouraged Mr Higgins to concur with the recommendation of the presiding Board member and approve her application for certification as a landscape architect through the

**Kathleen  
Higgins, File  
Number 2002-  
02687**

**grandfather provision**

In regards to **File Number 2002-02687**, **Kathleen Higgins**, the Section member reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcript and exhibits, Summary of Informal Fact-Finding Conference, and additional information submitted by Ms Higgins regarding her education, as well as the presentation by Ms Higgins. After review, Mr Higgins recommended to the Board to accept the Summary of Informal Fact-Finding Conference and approve Ms Higgins application for certification as a landscape architect by grandfather provision as it appears that her education is equivalent to an accredited degree in landscape architecture. As the presiding Board member at the Informal Fact-Finding Conference, Mr Davenport was not present during the discussion.

**File Number**  
**2002-02687,**  
**Kathleen**  
**Higgins**

The Section members reviewed the draft regulations prepared by the Regulatory Review Committee. After reviewing the draft regulations document in its entirety, Mr Courtney indicated that at the APELSCIDLA Board meeting scheduled for June 5, 2003, the Board will decide whether or not to begin the regulatory review process.

**Review Work of**  
**Regulatory**  
**Review**  
**Committee**

By acclamation, Mr Higgins was selected to serve as Chair of the Landscape Architects Section for the term beginning July 1, 2003, and ending June 30, 2004.

**Election of**  
**Section Chair**

Mr Courtney stated that in the future all Section meeting minutes will be ratified by the Board at the APELSCIDLA Board meetings as opposed to by the Sections at the Section meetings, as the Sections are essentially a committee of the Board and committee meeting minutes are adopted by the Board.

**Other Business**

The Section members were provided with a memorandum from the Council of Landscape Architectural Registration Boards (CLARB) regarding the upcoming administration of portions of the Landscape Architectural Registration Examination (LARE) on computer. CLARB will test the effectiveness of a computer-administered examination on August 11, 2003. The test will include Sections A and B.

Conflict of Interest forms were completed by all members present.

**Conflict of**  
**Interest Forms**

There being no further business, the meeting was adjourned at 11 32 a m

**Adjourn**

  
Ralph B Higgins, Chair

  
Louise Fontaine Ware, Secretary

COPY TESTE

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Custodian of Records

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

- 1 Name: Ralph B Higgins
- 2 Title: Member
3. Agency: APELSCIDLA Board
4. Transaction: Board Meeting on May 1, 2003
5. Nature of Personal Interest Affected by Transaction: None

6. I declare that:

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction.

(b) I am able to participate in this transaction fairly, objectively, and in the public interest

Signature

Date

Ralph B Higgins 5.1.03.

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

- 1 Name William M. Davenport
- 2 Title Member
- 3 Agency APELSCIDLA Board
- 4 Transaction: Board Meeting on May 1, 2003
- 5 Nature of Personal Interest Affected by Transaction: N/A

6 I declare that

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

LANDSCAPE ARCHITECTURE

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

Signature 

Date 1 May 2003